

STATE OF COLORADO

John W. Hickenlooper, Governor
Christopher E. Urbina, MD, MPH
Executive Director and Chief Medical Officer

Dedicated to protecting and improving the health and environment of the people of Colorado

4300 Cherry Creek Dr. S. Laboratory Services Division
Denver, Colorado 80246-1530 8100 Lowry Blvd.
Phone (303) 692-2000 Denver, Colorado 80230-6928
Located in Glendale, Colorado (303) 692-3090

<http://www.cdphe.state.co.us>



Colorado Department
of Public Health
and Environment

MEMORADUM

The Colorado Department of Public Health and Environment (CDPHE) is pleased to announce the implementation of a standardized invoice form for your use in requesting reimbursement for contract and purchase order expenditures. This new form will be used by all programs and will bring uniformity to the Department's invoicing processes.

Prior to the development of the standardized form, individual programs within CDPHE created, maintained and provided to their contractors and vendors, their own invoice form. This practice has created confusion for contractors and vendors with multiple contracts and/or purchase orders and has proven to be ineffective and inefficient for both CDPHE and contractors and vendors.

The implementation of this new form is one of many business system improvement initiatives underway to streamline our administrative operations.

The use of this form becomes effective July 1, 2012. Any expenditure incurred from July 1, 2012 going forward must be reported on the new form. The form has been created in MS Excel and is compatible with MS Excel versions 97-2010. CDPHE program staff will orient you to the new form, provide instruction on completing the expenditure categories based on your budget and inform you of the submission requirements.

The form is accessible from CDPHE's internet web page <http://www.cdphe.state.co.us>. The link to the CDPHE Invoice Forms page is located on the right side of the screen. You can also access the invoice forms page by clicking [here](#).

If you have questions or issues concerning the functionality of the form, implementation process or would like additional information about the development of the form, please feel free to contact me.

For questions concerning completing the form, please contact your CDPHE program representative.

Sincerely,

Deborah J. Polk
Director, Contract Performance Monitoring Unit
Colorado Department of Public Health and Environment
Deb.polk@state.co.us
303-692-2136